Insight institution - Audio Visual Equipment - Operating Instructions

University of Strathclyde Glasgow

Single projection

1: To start, plug the **VGA cable** into the monitor socket on your laptop.

2: Press the touch screen controller to start and select the single projection option on screen.

3: To select your **Laptop** simply press the button on the control panel.

4: You should now see your desktop projected on screen. If you cannot see the image you may have to "**toggle**" your laptop. Please refer to the table below to find the correct key combination for your particular model.

IBM + Sony	Fn + F7	Toshiba	Fn + F5
Dell + Epson	Fn + F8	Panasonic + NEC	Fn + F3
Hewlett Packard	Fn + F5	Fujitsu	Fn + F10
Sharp	Fn + F5	Apple	F7

5: If your presentation includes **audio** you must also plug-in the **mini-jack plug**

into the **green headphone socket** on your laptop. Use the on-screen volume controls to adjust the level as required.

6: Please remember to switch the projector off when you have finished.

7: To view all Learning Spaces' facilities, seating layouts and AV instructions scan the QR Code with your smart phone.

Using the visualiser

1: Press the touch screen controller to start and select the single projection option on screen.

2: Select the button on the panel.

3: Switch the visualiser **ON**.

4: Place display content on the white surface of the visualiser. The output will be displayed on the screens.

5: Adjust the image by using the zoom functions on the camera head.

6: Please remember to switch the projector off when you have finished.

Using the microphone

1: The room is equipped with a rechargeable wireless microphone.

2: To use it simply lift it from the recharge docking station. It will switch itself on and is ready to use immediately.

3: Attach the microphone as close to your mouth as possible for best results.

4: Please return the microphone to the docking station for recharging.

ASSISTANCE: **If you experience difficulty with the AV equipment or wish to report a fault please contact Information Services on:**

Tel: ext. 5999 (or 0141 548 5999). **Email: LS-roomsupport@strath.ac.uk**